



STATE OF WASHINGTON
EMPLOYMENT SECURITY DEPARTMENT
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TO: ESD WorkFirst Supervisors

FROM: Glynnis Ashley, WorkFirst Program Manager

SUBJECT: Steps to Employment Plan and Activity Planner

STEPS TO EMPLOYMENT PLAN

The Steps to Employment plan lends direction for goal setting and job search activities. The plan provides a visual picture of the connection between assessments, work history and labor market research to job search efforts along with identifying additional educational or training choices. The plan also assists the job search counselor and parent to jointly connect job search activities to employment possibilities throughout job search preparation.

The Steps to Employment plan is created as the result of several facilitated job preparation activities. WorkFirst job search counselors facilitate not only the activity but also assist the parents in gathering and printing the results of the activity and creating the Steps to Employment plan.

The Steps to Employment is a tool to document the **results** of the three elements of the Work Skill Assessment, interests, work values and skills. The job search counselor assists the parent to document these items at the top of the plan. Occupations are not documented in this results area of the plan. Instead, these results are used with the WorkForce Explorer to link to jobs available in the parent's local labor market during labor market research, an activity the job search counselor and parent conduct together.

Below the assessment results, parents document skills related to the type of work they will be applying for and how long they have preformed each skill.

Educational level is the next item for documentation on the Steps to Employment plan. This is done by using a drop down list.

After researching labor market information and discovering new job opportunities, parents add the jobs they can do that match their choices along with the wages for these jobs. They also list as many employers as possible who hire workers for these jobs. Ideally these jobs will reflect the parent's occupational choices.

Using the results of the assessments, their work experience and labor market research, parents choose and document their 1st and 2nd choice of occupations to seek. This is the basis for conducting a Targeted Job Search to find the highest paying entry-level job possible.

Parents plan for the future by choosing options for additional education or training from a drop down list of possibilities. This area is left blank if no additional education or training is needed to achieve goals.

After all the items are documented, the parent and job search counselor choose a target date by which the parent will start work (on or before job search ends).

During the plan construction, parents and counselors jointly review the plan during the weekly evaluations. When all items have been documented, the job search counselor then reviews the plan with the parent and may add additional comments. To make the plan official, the job search counselor certifies that the plan meets with their approval and clicks on the Approval button in CATS. It is recommended that the plan is reviewed during each weekly evaluation and updated when circumstances and information change.

When a parent re-enters job search, WorkFirst job counselors re-evaluate the need to update the Steps to Employment plan. If the parent's circumstances have changed, the information is updated to reflect the changes. For most parents, the date the parent will start work will need to be updated. Once all the information has been updated, the job search counselor clicks on the Approval button in CATS.

ACTIVITIES PLANNER

The Activities Planner is a required tool designed to assist both the parent and the WorkFirst job search counselor with weekly activity planning in conjunction with the Steps to Employment plan. The planner is designed to compliment and support job search logs.

At the top of the planner, the parent's choices of occupations are listed as they appear on the Steps to Employment plan. All job search activities for the parent should prepare him or her for obtaining employment in one of these occupations.

The Activities Planner will be used to schedule activities the parent will be participating in during the next week. The activity may be to participate in job preparation activities, to follow through with a job referral or to follow through with a referral or other activities to resolve an issue, such as obtaining back up child care or following through with a referral to training.

The Activities Planner allows WorkFirst job search staff and parents to list all activities for each parent's success. The planner provides a tool to review the parent's weekly participation in the listed activities holding them accountable for each activity during weekly evaluations. Then the worker and parent can jointly update the planner listing all activities appropriate for the next week including job search preparation activities, job referrals and activities planned to resolve issues discovered during that weekly evaluation.

The WorkFirst job search counselor will document in eJAS notes any issues regarding nonparticipation discussed during the weekly evaluation and review of the planner.

NOTE: Both the Steps to Employment plan and the Activities Planner may be reviewed, updated, and printed for up to 30 days after the JS component is closed. If the parent re-enters job search in this time frame, the plans may be updated to reflect current information. After 30 days, the plans are available to review and print but not to update. New plans must be created. After 6 months, the plans disappear entirely.

If you have any questions concerning this memo, please contact Glenna Olson at (360) 438-4143.

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